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Reporting from Parties not included in Annex I to the Convention
Work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

Progress report on the work of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention: report on the workshop on the peer review of the materials for the training of the team of technical experts

Summary

The workshop on the peer review of the materials for training the team of technical experts was organized by the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), with the assistance of the secretariat. It was held in Bonn, Germany, on 26 and 27 October 2014. The goal of the workshop was to seek feedback on the draft training materials developed by the CGE, including their design and technical content, with a view to ensuring that they correspond to the requirements of the technical analysis of the biennial update reports. This report summarizes the proceedings of the workshop, including the technical sessions and discussions.

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I. Introduction

A. Background

1. The Conference of Parties (COP), at its nineteenth session, adopted the composition, modalities and procedures of the team of technical experts (TTE) for undertaking the technical analysis of biennial update reports (BURs) from Parties not included in Annex I to the Convention (non-Annex I Parties).[1]

2. Upon continuation of the term and mandate of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), for a period of five years, from 2014 to 2018,[2] COP 19 requested the CGE to develop and organize appropriate training programmes for nominated technical experts (hereinafter referred to as the training programme), taking into account annexes III and IV to decision 2/CP.17, based on the most up-to-date training materials of the CGE, with a view to improving the technical analysis, taking into account the difficulties encountered by non-Annex I Parties in the preparation of their BURs.[3]

3. The COP also decided that once the training programme is established, only those nominated experts who have successfully completed the training programme shall be eligible to serve on the TTE.[4]

4. In response to that request, the CGE, when defining its work programme for 2014[5] at its first meeting of the year, held in Bonn, Germany, on 20 and 21 January 2014, agreed to focus on designing and developing the training programme. The training materials for this programme aim to respond to the needs of the technical analysis, in particular by enhancing the proficiency of nominated technical experts through a comprehensive overview of:

(a) The relevant provisions of the Convention and decisions of the COP on reporting national communications and BURs from non-Annex I Parties, and the international consultation and analysis (ICA) process, including the technical analysis of BURs, which may contain data and information on the results of activities referred to in decision 1/CP.16, paragraph 70 (referred to as REDD-plus) in a technical annex;[6]

(b) The science, methodologies and approaches that will facilitate a better understanding of the relevant information in BURs on:

(i) Greenhouse gas emissions by sources and removals by sinks;

(ii) Mitigation actions and their effects;

(iii) Constraints and gaps, and related finance, technological and capacity-building needs and support received.

5. With a view to ensuring that the training materials fully respond to the needs of the technical analysis of BURs, the CGE decided to subject the draft materials to peer review

[1] Decision 20/CP.19.
[2] Decision 19/CP.19, paragraph 1.
[3] Decision 20/CP.19, paragraph 4.
[4] Decision 20/CP.19, annex, paragraph 4.
[5] FCCC/SBI/2013/7, paragraph 26.
[6] Decision 14/CP.19, paragraph 7.

by experts who are actively engaged in the process and the preparation of national communications and or BURs.

B. Scope of the note

6. This report contains a summary of the proceedings of the workshop on the peer review of materials to train the TTE, held in Bonn on 26 and 27 October 2014.[7]

C. Possible action by the Subsidiary Body for Implementation

7. The Subsidiary Body for Implementation (SBI) is invited to take note of this report, prepared as part of the progress report on the work of the CGE, contained in document FCCC/SBI/2014/17.

II. Proceedings of the workshop

8. The main objective of this workshop was to provide an opportunity for experts to review the draft training materials and provide feedback to the CGE, with a view to ensuring that the training materials will enable the TTE to fulfil the objectives of the technical analysis of BURs.[8]

9. The workshop was attended by 49 experts from Parties included in Annex I to the Convention (Annex I Parties) and non-Annex I Parties alike, drawn from the UNFCCC roster of experts and former and current CGE members.[9]

10. Mr. Fei Teng (China), Chair of the CGE, opened the workshop on 26 October 2014 and welcomed the experts on behalf of the CGE. He informed participants that the CGE, in responding to the mandate from the COP, focused their efforts in 2014 on designing and developing a training programme that caters to the needs of the technical analysis of BURs. Further, he underscored the evolving nature of the materials and the need for periodic revision that would take into account the lessons learned and experiences gained in the process of and preparation of BURs, new information that may become available and any new developments under the Convention. He encouraged their active participation and highlighted the value of their feedback, which would inform the subsequent revision of the training materials.

11. A representative of the secretariat, welcomed the workshop participants and commended the work undertaken by the CGE in the preparation of the draft materials for training the TTE. He emphasized the need to learn from the experiences from the review of national greenhouse gas (GHG) inventories, national communications and biennial reports from Annex I Parties and the international assessment and review process, including the multilateral assessment, which will commence at COP 20. Further, he highlighted the key role of the CGE in facilitating the efficient and effective conduct of the technical analysis of BURs in the ICA process.

12. The two-day workshop was divided into seven sessions. The first two sessions provided the context for reporting under the Convention, the role of the CGE in implementing the enhanced measurement, reporting and verification (MRV) framework

[7] The workshop agenda is contained in annex I.

[8] See decision 20/CP.19, annex, paragraph 15 for the objectives of the technical analysis.

[9] The list of participants is included in annex II.

and the objective of the peer review workshop. They also included an introduction to BURs, provided information on the ICA process and an overview of the training programme. During the third session, the draft training materials prepared by the CGE, with the assistance of the secretariat, were introduced to the workshop participants. Following this, the experts were organized into three thematic working groups to facilitate the focused peer review of the draft training materials. The themes were as follows:

(a) GHG inventories;

(b) Mitigation actions and their effects;

(c) MRV provisions and support.

13. The members of the CGE moderated the review of the draft materials by the three thematic working groups.

14. In addition to performing an in-depth review of the draft materials within the thematic working groups, the participants also engaged in a discussion, in the workshop plenary, on issues that are of general and cross-cutting nature.

15. The experts were also given an opportunity to submit additional written comments, after the workshop, on the parts of the materials that they were unable to review owing to time constraints and on other modules that they did not review during the workshop. The written comments were to be provided by 5 November 2014.

16. The comments, feedback and observations from the review of the training materials and the subsequent discussions were noted by the CGE and will form the basis for the revision of the draft materials to ensure that they respond fully to the needs of the technical analysis of BURs.

17. In closing, the CGE Chair thanked the participants for their active involvement in the peer review and the suggestions for enhancing the draft training materials. He also accepted the request of the experts to submit to the secretariat further written comments that would also be considered in the revision of the draft materials.

III. Summary of the peer review

18. This chapter provides a summary of the presentations on the training materials and the issues discussed, including feedback from the experts on the content and design of the training materials.

A. Summary of presentations

19. Representatives of the secretariat and of the CGE provided an overview of the relevant context within the Convention and the training programme, in three sessions:

(a) Session I set the context for the workshop through an overview of the enhanced MRV framework for developing countries under the Convention, the objective of the peer review workshop and provided an introduction to BURs and the ICA process. The role of the CGE in implementing the enhanced MRV framework was highlighted, in particular in organizing and developing the training programme to facilitate the capacity-building of the TTE to conduct the technical analysis of BURs;

(b) Session II further elaborated on the enhanced reporting framework, including by providing an overview of the "UNFCCC biennial update reporting guidelines for Parties not included in Annex I to the Convention" (hereinafter called the UNFCCC reporting guidelines on BURs) and the modalities and guidelines for the ICA, including the

composition, modalities and procedures of the ITE for undertaking the technical analysis of BURs. A presentation providing an overview of the training programme covered additional details such as the mandate of the CGE to develop and organize an appropriate training programme for nominated technical experts, and the goals, objectives and the scope of the training programme, including the related structure, access and delivery;

(c) Session III introduced the draft materials to be reviewed by experts and provided an overview of the objectives, scope and general structure of the draft materials, covering the following:

(i) Principles and provisions of the Convention and decisions of the COP relating to the reporting of information in national communications and biennial update reports by non-Annex I Parties and the conducting of ICA, including a technical analysis of BURs, which may contain data and information on the results of REDD-plus activities in a technical annex;[10]

(ii) The science, methodologies and approaches that will facilitate a better understanding of the relevant information in BURs on:

a. GHG emissions by sources and removals by sinks;

b. Mitigation actions and their effects;

c. Constraints and gaps and related finance, technological and capacity-building needs and support received.

B. Summary and outcome of the peer review

20. The experts reviewed the draft training materials in the organized thematic working groups and plenary sessions and engaged in extensive discussion on improvements to both the design and the content.

21. At the outset, the experts acknowledged that the CGE has done commendable work in preparing the draft materials for the training programme. They also recognized that the newly developed training materials could facilitate the efficient and effective conduct of the technical analysis as per the modalities and procedures decided on at COP 19.[11]

22. In general, the peer review exercise resulted in three sets of comments and suggestions for the further enhancement of the draft materials, addressing the following:

(a) Scope and specification of the technical analysis of BURs;

(b) Structure of the training materials;

(c) Correctness and depth of the information contained in the materials covering the science and the commonly used methods and approaches relevant to information reported in BURs. These comments and suggestions were seen as mostly technical in nature.

23. Regarding the scope and specification of the technical analysis of BURs, the experts highlighted the need for the training materials to succinctly explain what the scope of the technical analysis of BURs and the related process should be. To that effect, the experts recommended clearly defining and explaining what the technical analysis of the following three elements listed in decision 20/CP.19, annex, paragraph 15, entails:

[10] Decision 14/CP.19, paragraph 7.
[11] Decision 20/CP.19.

(a) Identifying the extent to which the elements of information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV, are included in the BUR of the Party concerned;

(b) Undertaking a technical analysis of information contained in the BUR as outlined in the UNFCCC reporting guidelines on BURs contained in annex III to decision 2/CP.17, and any additional technical information that may be provided by the Party concerned;

(c) Identifying, in consultation with the Party concerned, capacity-building needs in order to facilitate reporting in accordance with annex III to decision 2/CP.17, participating in ICA in accordance with annex IV to decision 2/CP.17, taking into account Article 4, paragraph 3, of the Convention.

24. As for the structure of the training materials, while the materials were noted to be comprehensive, the experts felt that there is a need to restructure and streamline the information contained in the materials to ensure that the focus is on parts that are critical to the conduct of the technical analysis of BURs by the TTE. Accordingly, the experts suggested organizing each package of the materials in two clusters:

(a) A cluster covering materials that define and explain the scope, process and outcome of the technical analysis of BURs under the ICA process, including the role of the TTE, which should be built around the elements listed in paragraph 23 above;

(b) Another cluster covering materials that supplement the materials referred to in paragraph 24(a) above with additional information on science and the commonly used methodologies and approaches that will facilitate a better understanding of the relevant information reported in BURs by non-Annex I Parties.

25. As far as the correctness and the depth of the information on materials, one of the recurring comments was that the materials are too comprehensive in some parts and may pose a risk of overwhelming the users of these materials. In this context, the suggestion was to ensure the right balance between the depth and the significance of the information, with the focus and emphasis being on elements that are significant. The experts also proposed a number of technical corrections to some parts of the draft materials.

26. During the peer review of the training materials, the experts stressed the need to include some form of a technical competency assessment in the training programme to ensure that the members of the TTE have the necessary skills to perform the technical analysis of BURs. This suggestion is in line with the criteria for the selection of the members of a TTE contained in decision 20/CP.19, annex, paragraph 4, according to which only those nominated experts who have successfully completed the training programme shall be eligible to serve on the TTE.

IV. Conclusions

27. Upon conclusion of the workshop, the CGE, on 28 November 2014, took stock of the comments and suggestions received from the experts over the course of the workshop. Recognizing that these training materials should be evolving and should be updated on a regular basis, the CGE, on the basis of the comments and suggestions from the experts, agreed on the following way forward to enhance the draft materials:

(a) Building on the comments and suggestions from the experts, the CGE will revise the materials with a view to clearly defining and explaining what the technical analysis of the following three elements listed in decision 20/CP.19, annex, paragraph 15, entails and how it would be conducted:

(i) Identifying the extent to which the elements of information listed in paragraph 3(a) of the guidelines contained in decision 2/CP.17, annex IV, are included in the BUR of the Party concerned; this will be addressed through a checklist that aims to analyse the completeness of the information reported and that shall be divided into "shall", "should" and "encourage" categories, as defined in the UNFCCC reporting guidelines on BURs;

(ii) Undertaking a technical analysis of information contained in the BUR as outlined in the UNFCCC reporting guidelines on BURs contained in annex III to decision 2/CP.17, and any additional technical information that may be provided by the Party concerned; this will be addressed by providing a clearer definition of the technical analysis. Guided by the objectives of the BUR and the ICA process, the technical analysis shall address the transparency of information reported in BURs. Further, the information reported on national GHG inventories should also contain an analysis of the consistency of the methods used for developing those inventories with the appropriate methods developed by the Intergovernmental Panel on Climate Change and referred to in the UNFCCC reporting guidelines on BURs;

(iii) Identifying, in consultation with the Party concerned, capacity-building needs in order to facilitate reporting in accordance with annex III to decision 2/CP.17, participating in ICA in accordance with annex IV to decision 2/CP.17, taking into account Article 4, paragraph 3, of the Convention; the starting point for this task should be information reported in the BUR section on constraints and gaps, and related finance, technological and capacity-building needs and support received, as well as areas for improvement, if these are identified in the GHG inventory section by the Party concerned. These needs will be further informed by the outcomes of the two tasks referred to in paragraph 27(a) (i) and (ii) above (completeness check and technical analysis), which should be confirmed with the Party concerned, to ensure that the specific national circumstances and respective capability are taken into account. Furthermore, the Party concerned should be given an opportunity to provide information on additional needs, beyond what is reported in the BUR being analysed;

(b) On the structure of the training materials, the CGE agrees to revise, restructure and streamline each package of the materials, as suggested in paragraph 24 above;

(c) The CGE concurred with the experts' view that there is a need to strike a balance between the depth and the significance of the information and ensure that the focus and emphasis are on elements that are significant. At the same time, the training materials should be able to impart to the experts the skills needed to undertake the technical analysis at the completion of training programme. In addition to considering the technical corrections, the CGE agreed to take this view into consideration in revising the materials.

28. The CGE also took note of the suggestion from the experts to harmonize these training materials and the supplementary CGE training materials for the preparation of BURs[12] to ensure consistency between them.

29. The CGE thanked the experts for their invaluable contribution. It also thanked those developed country Parties included in Annex II to the Convention and other developed country Parties that provided financial resources for the development of the training programme.

[12] The training materials are available at <http://unfccc.int/7915.php>. The CGE will further elaborate on the design and delivery of the training programme, including its aspects relating to the technical competency assessment.

Annex I

Agenda

Sunday, 26 October 2014

8.00 a.m. – 9.30 a.m.	Registration
9.30 a.m. – 10.00 a.m.	Session I. Opening and overview of the workshop • Welcome address – *Mr. Fei Teng, Chair of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE)* • Opening remarks – *Mr. Donald Cooper, secretariat* • Introduction of experts • Overview of the workshop, objectives and agenda – *Mr. William Agyemang-Bonsu, secretariat*
10.00 a.m. – 10.30 a.m.	Coffee break
10.15 a.m. – 12.30 p.m.	Session II. Background and context • Introduction to biennial update reports (BURs) and international consultation and analysis (ICA) – *Mr. Jigme, UNFCCC secretariat* • Overview of the training programme for the team of technical experts – *Mr. Jigme, secretariat* • Question and answer session Session III. Overview of the TTE training materials • Module 1. Principles and provisions of the Convention and decisions of the Conference of the Parties (COP) relating to reporting of national communications and biennial update reports by Parties not included in Annex I to the Convention (non-Annex I Parties) and the conducting of ICA of BURs – *Ms. Ana Maria Danila, CGE* • Module 2. Approaches involved in preparing national communications and biennial update reports using appropriate guidelines adopted by the COP ○ Submodule 2.2. Greenhouse gas (GHG) Inventories – *Mr. Takeshi Enoki, CGE* ○ Submodule 2.2. GHG supplementary-REDD-plus – *Mr. Thiago de Araujo Mendes, CGE* • Question and answer session
12.30 p.m. – 2.00 p.m.	Lunch break
2.00 p.m. – 3.00 p.m.	Session III (cont.). Overview of the TTE training materials • Module 2. Approaches involved in preparing national communications and BURs using appropriate guidelines adopted by the COP ○ Submodule 2.3. Mitigation actions and their effects – *Mr. Elan Strait, CGE* ○ Submodule 2.4. Constraints and gaps, and related finance, technology and capacity-building needs and support received – *Ms. Selam Kidane Abebe, CGE* • Question and answer session

3.00 p.m.– 3.30 p.m.	Coffee break
3.30 p.m. – 6.30 p.m.	Session IV. Peer review in a breakout group setting • Working group I. ○ GHG inventories ○ REDD-plus *Moderators: Mr. Enoki, Ms. Nouf Aburas and Mr. de Araujo Mendes, CGE* • Working group II. ○ Mitigation actions and their effects *Moderators: Mr. Strait and Ms. Anne Nyatichi Omambia, CGE* • Working group III. ○ Constraints and gaps and related financial, technical and capacity needs, including a description of support needed and received *Moderators: Ms. Hilary Hove and Mr. Kamel Djemouai, CGE* ○ Principles and provisions of the Convention and decisions of the Conference of the Parties relating to reporting of national communications and biennial update reports by non-Annex I Parties and the conducting of ICA of BURs *Moderators: Ms. Danila and Mr. George Manful, CGE*

Monday, 27 October 2014

9.00 a.m. – 10.30 a.m.	Session IV (cont.). Peer review • Recap of day 1 • Peer review of the draft TTE training materials (cont.)
10.30 a.m. – 11.00 a.m.	Coffee/tea break
11.00 a.m. – 12.00 p.m.	Session IV (cont.). Peer review
12.00 p.m. – 2.00 p.m.	Lunch break

2.00 p.m. – 3.30 p.m.	Session V. Outcome of the peer review sessions • Working group I. GHG inventories & REDD-plus (*group moderator*) • Question and answer session • Working group II. Mitigation actions and their effects (*group moderator*) • Question and answer session • Working group III. Principles, provisions, decisions and ICA (*group moderator*) ○ Constraints and gaps and related financial, technical and capacity needs, including a description of support needed and received ○ Principles and provisions of the Convention and decisions of the COP relating to the reporting of national communications and BURs by non-Annex I Parties and the conducting of ICA of BURs • Question and answer session
3.30 p.m. – 4.00 p.m.	Coffee/tea break
4.00 p.m. – 5.00 p.m.	Session VI. General plenary discussion *Mr. Teng, CGE Chair*
5.00 p.m. – 6.00 p.m.	Session VII. Summary and next steps *Mr. Teng, CGE Chair*

Annex II

List of participants

Table 1
Experts

Title	*First name*	*Last name*	*Country/organization*
Mr.	Ayite-Lo	Ajavon	Togo
Ms.	Juliana	Bempah	Ghana
Mr.	Rizaldi	Boer	Indonesia
Mr.	Menouer	Boughedaoui	Algeria
Mr.	Michael	Bucki	European Union
Mr.	Leandro	Buendia	Philippines
Mr.	Reagan	Chunga	Namibia
Ms.	Madeleine-Rose	Diouf	Senegal
Mr.	Kamel	Djemouai	Algeria
Mr.	Simon	Eggleston	United Kingdom of Great Britain and Northern Ireland
Ms.	Ann	Gan	Singapore
Ms.	Joyceline	Goco	Philippines
Mr.	Dario	Gomez	Argentina
Mr.	Pavel	Gravilita	Republic of Moldova
Mr.	Sabin	Guendehou	Benin
Ms.	Anoya Udaya	Herath	Sri Lanka
Ms.	Dana	Iliescu	European Union
Mr.	Mahendra	Kumar	Fiji
Ms.	Jenny	Mager Santos	Chile
Ms.	Marilia	Manjate	Mozambique
Ms.	Desai	Mausami	United States of America
Mr.	Abias	Moma-Huongo	Angola
Mr.	Rasack	Nayamuth	Mauritius
Ms.	Lilian	Portillo	Paraguay
Mr.	Andrew	Rakestraw	United States of America
Mr.	Marcelo	Rocha	Brazil
Mr.	W.L.	Sumathipala	Sri Lanka

Title	*First name*	*Last name*	*Country/organization*
Mr.	Vute	Wangwacharakul	Thailand
Mr.	Stanley	Wapot	Vanuatu
Mr.	Jongikhaya	Witi	South Africa

Table 2
Members of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention

Title	*First name*	*Last name*	*Country/organization*
Ms.	Selam Kidane	Abebe	Ethiopia
Ms.	Nouf A.	Aburas	Saudi Arabia
Ms.	Ana Maria	Danila	European Union
Mr.	Thiago	De Araujo Mendes	Brazil
Mr.	Kamel	Djemouai	Algeria
Mr.	Takeshi	Enoki	Japan
Ms.	Hilary	Hove	Canada
Mr.	Kanizio Fredrick	Kahema Manyika	United Republic of Tanzania
Mr.	George	Manful	United Nations Environment Programme
Ms.	Rhianna M.	Neely	Bahamas
Ms.	Anne Nyatichi	Omambia	Kenya
Mr.	Elan	Strait	United States of America
Ms.	Umayra	Taghiyeva	Azerbaijan
Mr.	Muhammad Irfan	Tariq	Pakistan
Mr.	Fei	Teng	China

Table 3
Resource persons

Title	*First name*	*Last name*	*Country/organization*
Mr.	Philip	Acquah	Ghana
Mr.	Gonçalo	Cavalheiro	Portugal
Ms.	Carly	Green	Australia
Mr.	Marion	Vieweg	Germany